

AGREEMENT FOR CONTRACTED SERVICES

All questions regarding the Agreement for Contracted Services can be directed to the West Fargo Public Schools Director of Accounting. When the contract has been completed and signed, please forward to the Leidal Education Center to the attention of the Director of Accounting.

Public School Contractor:		Address:	
City	State		Zip
Telephone Number:		Contractor's Tax Identification No. (SSN)	

1. SCOPE OF SERVICES

CONTRACTOR, in exchange for the compensation paid by the DISTRICT under this contract, agrees to provide the following services:

TERMS OF CONTRACT

The term of this contract begins at _____, and concludes at _____.

2. COMPENSATION

District will pay \$_____ for the services provided by CONTRACTOR under this contract.

The District shall not reimburse for out-of-pocket expenses which are incurred in connection with the performance of the duties hereunder, unless such expenses are clearly identified in an Addendum that is attached and executed in conjunction with this agreement. Expenses must be reasonable and substantiated with appropriate documentation.

Compensation and expense reimbursements shall be payable within 30 days of receipt of Contractor's invoice for services rendered.

3. INSURANCE

The Contractor will carry liability insurance (including malpractice insurance, if warranted) relative to any service that they perform for the West Fargo Public Schools.

4. EXECUTION OF CONTACT

This contract is not effective until fully executed by both parties.

5. BACKGROUND CHECK

The contractor shall be subject to and will agree to submit to a criminal background check prior to offering their services to the district. The background check form can be completed at the Leidal Education Center, 207 West Main Ave, West Fargo, ND.

6. INDEPENDENT CONTRACTOR

This Agreement shall not render the Contractor an employee with the West Fargo Public School District for any purpose. The Contractor is and will remain an independent contractor in their relationship to West Fargo Public Schools. The West Fargo Public School District shall not be responsible for withholding taxes with respect to the Contractor's compensation hereunder. The Contractor shall have no claim against the West Fargo Public School District for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

7. TERMINATION

West Fargo Public School District may terminate this Agreement at any time by 10 working days' written notice to the Contractor. In addition, if the Contractor is convicted of any crime or offense, fails or refuses to comply with the written policies or reasonable directives of the West Fargo Public School District, is guilty of serious misconduct in connection with the performance hereunder, or materially breaches provisions of this Agreement, the West Fargo Public School District at any time may terminate the engagement of the Contractor immediately and without prior written notice to the Contractor.

Contractor Signature	Date
Principal's Signature	Date

Copy to be returned to Business Office